

## Daily Establishment Self-Inspection

Establishment: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_

### \* COLD HOLDING (Require 41°F)

Item	Location	Temperature	Corrective Action Taken

### \* COOKING (Whole muscle meat–145°F; Ground meat–155°F; Poultry & Stuffed foods–165°F)

Item	Location	Temperature	Corrective Action Taken

### \*HOT HOLDING (Require 140°F)

Item	Location	Temperature	Corrective Action Taken

### \* COOLING (From 140°F to 70°F within 2 hours and from 70°F to 41°F within another 4 hours)

Item	Location	2 hr. temp.	Add. 4 hr. temp.	Corrective Action Taken

### \* REHEATING (Heat to 165°F for 15 seconds within 2 hours)

Item	Location	Temperature	Corrective Action Taken

### PERSONAL HYGIENE

In	Out		Corrective Action Taken
		* No sick employees working	
		* Frequent hand washing observed (20 seconds)	
		* No open cuts or wounds/bandages (gloves used)	
		* No eating, drinking, tobacco use, in prep areas	
		* No bare hand contact observed with RTE food	
		Proper hair restraints, no jewelry, fingernails maintained	
		Clean clothes/aprons	

### HAND SINKS

In	Out		Corrective Action Taken
		* Accessible/not blocked	
		* Hot and cold water	
		Clean, no food waste	

**REFRIGERATED STORAGE**

In	Out		Corrective Action Taken
		* Refrigeration equipment maintaining 41°F or below	
		* Ready to eat foods stored above non-ready to eat foods	
		* All refrigerated products properly labeled with date	
		Accurate probe thermometer available	
		Accurate refrigeration thermometer provided/visible	

**DISHWASHING**

In	Out		Corrective Action Taken
		* Proper sanitizing: _____ ppm or _____ °F	
		Machine clean-no food waste or lime/calcium build-up	
		3-vat sink clean-not greasy (wash, rinse, sanitize)	
		Dishes/utensils/glasses—clean	
		Drain boards clean/maintained	
		Air drying properly—no wet stacking	
		Test strips available (Chlorine, Quat. Ammonia, Iodine)	

**GENERAL**

In	Out		Corrective Action Taken
		Doors & window properly closed, vermin resistant	
		No pests (roaches, mice, flies, etc.)	
		Kitchen equipment—clean, no grease or food waste build-up	
		Pop heads/Tea spigots—clean	
		Cutting boards, pots, pans, can openers—clean and in good repair	
		Ice scoops properly stored, handle out of ice or on clean surface	
		Food properly protected/covered containers	
		No dented or swollen cans	
		Wipe cloths properly stored in clean sanitizing solution	
		Chemicals and spray bottles properly stored and labeled	
		Shelving/Bulk food containers clean, no food waste build-up,	
		Single service articles properly stored, dispensed	
		All lights working and properly shielded	
		Floors/floor drains cleaned and maintained	
		Mop sink area clean—mops and brooms hung up	
		Dumpster doors/lids properly closed, no trash on ground	

\* Items may contribute to foodborne illness



A safe eating fact sheet brought to you by the KDHE Bureau of Consumer Health, 1000 SW Jackson, Ste 330  
Topeka, KS 66612-1365. [www.kdhe.state.ks.us/fofs](http://www.kdhe.state.ks.us/fofs)

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